



Applicant

Purpose

This document describes the External Portal Registration for Applicants requesting a 14 CFR Certificate. This process utilizes the Safety Assurance System (SAS) and is referred to as the Step-by-Step Guide, Applicant.

Scope

This process applies to:

- Anyone with internet access who is requesting a SAS External Portal User ID. The SAS automation does not validate the association between the applicant for a certificate and the individual requesting a SAS User ID. Each office is responsible for developing procedures for authorizing and managing these IDs to ensure that only valid representatives of the applicant are registered for the SAS External Portal.
- The Applicant. The Applicant should develop a method to notify the local FAA office when a user should no longer have access to the SAS External Portal.

REVISION HISTORY		
Rev	Description of Change	Effective Date
0	1. Original	08/08/2017
1	1. Step 1, corrected hyperlink for SAS External Portal 2. Revision to TOC 3. Corrected step 1 and step 2 sequence	08/24/2017
2	1. Minor revision to Title Page, Step 1, 3 and the addition of an Appendix	10/27/2017
3	1. Removed reference to AUG in Purpose. 2. Updated Step to to match updated FAA Version of this checklist. 3. Updated Appendix Additional User process Step. 4. Updated Step 10 to match FAA Version of this checklist.	10/15/2018
4	1. Updated Steps 4 thru 9. Removed Step 10 from Notice. 2. Removed Notice from Step 10. 3. Added Step 2 appendix note	03/01/2019

Table of Contents

Purpose.....	i
Scope	i
Table of Contents	iii
Introduction.....	iv
Background.....	iv
User Registration Process	1
Entering Preapplication Information.....	2
Entering Preapplication Information (cont.)	3
Entering Preapplication Information (cont.)	4
SAS User ID and Account Set-Up.....	5
Navigating the External Portal.....	6
Viewing Certification Request Information.....	7
Submitting the Form 8310-3	8
Submitting a Schedule of Events (SOE)	9
Document Management	10
Configuration Data	12
Generating/Performing Data Collection Tools (DCTs)	13
Generating/Performing Data Collection Tools (DCTs) (Cont.)	14
Generating/Performing Data Collection Tools (DCTs) (cont.).....	15
Updating and Resubmitting DCT(s)	16
Appendix.....	17
Additional User Registration Process	17
Additional User Registration Process (Cont.)	18

Introduction

1. This document is designed as a checklist for CFR Part(s) 121 / 135 / 145 applicants and should be utilized in a step by step method.
2. Complete each step before moving forward unless otherwise directed by the checklist.
3. For automation issues contact MyIT Helpdesk using the “Help Desk Information” link on the SAS Information Guide [here](#).

Background

1. It is not required that a new Applicant for a certificate has completed the online training for the External Portal, FAA27100205, however, it is recommended that he/she complete the course before requesting a User ID.
2. If you are a new Applicant for a certificate use this Step-by-Step Guide, Applicant.
3. The External Portal User Guide is used by applicants to interact with the SAS automation.
4. The External Portal User Guide (SAS on-line help) is accessed by selecting the question button (?) located in the top right corner of the screen.

User Registration Process

- **Select** <https://sas.faa.gov>.
 - Review SAS External Information Guide, i.e. Step by Step Guides and Q-Cards
- **Complete** Safety Assurance System (SAS) [External Portal Training](#).
- **Select** <https://sas.faa.gov>.
- **Select** “Sign up for SAS” link.
- **Enter**
 - First Name.
 - Last Name.
 - Email address.
- **Select** “Submit” button.

Process Note: External Users receive an email confirmation when they have successfully submitted their request to associate their SAS User ID with a new or existing application.

Process Note: A confirmation screen will appear, and a request for a SAS User ID has now been submitted.

Process Note: Applicants will receive an email with a link to the page where they will choose a submission option and continue the SAS External Portal registration process.

Process Note: This link is a one-time use link, with a 10 minute time-out and is only valid for 24 hours.

Process Note: Applicants should contact their local FSDO if they have questions regarding their submissions.

Process Note: External users have the ability to register for additional CH/As. External users will complete the FAA provisioning only one time. If users already have an FAA ID, they need to ensure that it is active and they have a current password. Users will need to complete *Sign Up for SAS* for each CH/A they wish to be associated with. For each subsequent CH/A, users must use the same email address when completing *Sign Up for SAS* for all CH/As in order for their data to be associated properly with their one account. Users must wait until after they have completed one registration request before they begin another one.

[Return to TOC](#)

*Step 2
Q-Card EP01 (Option 1) Boxes 4, 5
121/135/145
Applicant

Entering Preapplication Information

Process Note: The Applicant receives an e-mail link from the FAA to continue the process of registering to obtain a SAS User ID.

- **Open** the email.
- **Click** on the link to open the SAS registration page.
- **Select** radio push button for “I want to submit a Preapplication Information for a new certificate application”.
- **Select** “Next”.
- **Type** your company name in the first field of the “My Contact Information” form.

Process Note: To complete this form, the local FSDO will need to be located. For assistance with the location select the ? icon.

Note: After determining the appropriate FSDO, close the browser to return to SAS.

- **Select** FSDO from type ahead drop-down.

Process Note: FSDOs can be searched by identifier, or by city.

- **Finish** filling in the “My Contact Information” form.
 - Phone number is required for provisioning.
- **Select** “Next”.
- **Verify** the information.
- **Select** “Next”.
- **Select** the radio button next to the appropriate CFR part.
 - 121-Domestic, Flag and Supplemental Operations.
 - 135-Commuter and On Demand Operations.
 - 145-Repair Stations.

Process Note: Section 1 will auto-populate based on earlier information.

- **Finish** filling in the form.
- **Select** “Next”.
- **Fill** in Section 1B if Part 121 or Part 135 for proposed type of operation.

Entering Preapplication Information (cont.)

Process Note: After typing, lists of aircraft models will populate in the drop-down list.

- **Select** the specific aircraft model to add to it into the table.
- **Use** the aircraft model number to help narrow the search results.
- **Fill** in the remaining aircraft data.
- **Fill** in the Geographic area of intended operation.
- **Select** “Next”.
- **Fill** in Section 1C if Part 145.
- **Fill** in Section 1D for Part 121 or Part 135.
- **Fill** in Section 1E for all CFR Parts to provide a better understanding of the proposed operation or business.
- **Select** “Attach Document”.

Process Note: Attach a signed copy of the FAA Form 8400-6, the PASI, and any other Preapplication documents. This document will reside in the “Formal Application” folder in Document Management.

Process Note: Links to the attached documents will appear under the “Attach Document” button.

Process Note: Enter an optional comment for the attached document(s).

- **Enter** Name of Applicant.
- **Enter** Company Title of the Applicant.
- **Select** “Submit”.

Process Note: A Confirmation screen will appear stating “Your Preapplication Information has been submitted and an email has been sent to your account”.

Process Note: External users have the ability to register for additional CH/As. External users will complete the FAA provisioning only one time. If users already have an FAA ID, they need to ensure that it is active and they have a current password. Users will need to complete *Sign Up for SAS* for each CH/A they wish to be associated with. For each subsequent CH/A, users must use the same email address when completing *Sign Up for SAS* for all CH/As in order for their data to be associated properly with their one account. Users must wait until after they have completed one registration request before they begin another one.

Entering Preapplication Information (cont.)

Process Note: Any Additional User Requests may now be entered. All Additional Users see [Appendix](#) for process to obtain a SAS User ID.

FOR CFR PART 121, PHASE 1 BEGINS IAW 8900.1 GUIDANCE VOLUME 2 CHAPTER 3.
FOR CFR PART 135, PHASE 1 BEGINS IAW 8900.1 GUIDANCE VOLUME 2 CHAPTER 4.
FOR CFR PART 145, PHASE 1 BEGINS IAW 8900.1 GUIDANCE VOLUME 2 CHAPTER 1.

[Return to TOC](#)

SAS User ID and Account Set-Up

Caution: In order to finalize the creation of an SAS User ID and gain access to the FAA applications through the FAA Provisioning Portal, the user is required to use Microsoft Windows Internet Explorer 11. After the user receives their SAS User ID, the user can use other types of browsers to access SAS.

Process Note: The Applicant receives an e-mail link from the FAA Provisioning Portal to finalize the “EXC” account creation.

Process Note: Navigate to the SAS Provisioning Portal via the link provided.

- **Log** into the Provisioning System with Email and Temporary Password.
- **Complete** security questions to ensure the account is protected.
- **Select** “Next”.
- **Replace** the temporary password.
 - Passwords must be updated every 90 days.
- **Select** “Next”.

Process Note: An Account Registration Confirmation message will appear once the account registration has completed.

- **Select** “OK”.

Process Note: The User will receive a confirmation account email from the FAA Provisioning Portal to the user confirming the new “EXC” account.

Process Note: An email will be sent to the FAA Provisioning POC.

[Return to TOC](#)

Navigating the External Portal

Process Note: The following process steps are for familiarization purposes.

Process Note: Applicants who log into the SAS External Portal must remember that data will not be viewed by the FAA until after a Certification Project Manager (CPM) has been assigned to the certificate application, even though the applicant is able to log in and enter data in the SAS External Portal.

Process Note: Applicants use their SAS User name and password to log into the SAS External Portal.

- **Log** into the SAS External Portal using the SAS username and password.
- **Read** the System Use Notice.
- **Select** “Continue”.

Process Note: This process will take you to the SAS Home Screen.

- **SAS Menu** is located the left side of the screen, and is accessed by selecting the blue bar labeled SAS Menu.
- **Notifications** tile displays important updates about the application.
- **Messages** tile displays any direct communications to and from the FAA to the External User.
- **Broadcasts** tile shows any messages or announcements for all SAS users.

Process Note: The ? Icon in the upper right corner of the screen provides access to the External Portal User Guide. This is the primary source of information about SAS External Portal functionality.

[Return to TOC](#)

Viewing Certification Request Information

Process Note: The following process steps are for familiarization purposes.

Process Note: Certification request information is available for view in the SAS External Portal.

From the SAS Menu;

- **Select "Certification Request"**
 - **Certification Request** tab: The Certification Request tab allows the Applicant to review their Certification Information and Applicant Information.
 - **Certification Item Summary** tab: The Certification Item Summary tab shows the Applicant's certification status.

Process Note: The Return to Certification Summary button is available at the bottom left on the blue SAS Menu bar while navigating the Certification Project.

Process Note: The Return to Certification Summary button will return the user to the Certification Item Summary tab for this certification project.

- **Meetings** tab: The Meetings tab allows the Applicant to electronically document meetings held with the FAA during the initial certification process outside the Schedule of Events.

[Return to TOC](#)

Submitting the Form 8310-3

Process Note: Applicants fill out “Application for Repair Station Certificate and/or Rating”, Form 8310-3 in the SAS External Portal.

From the SAS menu; Configuration (Module 1)

- **Select** “Repair Station Form 8310-3”.
- **Select** “Create 8310-3”.

Process Note: This will open a new tab for Form 8310-3.

- **Fill** out all of the required fields marked with an asterisk.
- **Select** “Submit”.

Process note: A pop-up Message box will display stating; Submitting data on the 8310-3 form does not update your configuration data in vitals automatically. Vitals data is the system of record.

- **Select** “OK”.

Process note: A pop-up Confirmation box will display stating; your application for the Repair Station Certificate and / or Rating has been submitted.

NOTICE: Prior to the FAA assigning a CPM, Applicants may perform Steps 6 – 9 in any order, with the exception of submitting the data to the FAA.

[Return to TOC](#)

Submitting a Schedule of Events (SOE)

Process Note: Applicants must submit a Schedule of Events (SOE) to the FAA to set a timeline for the certification process.

Note: The SOE cannot be submitted in the SAS External Portal until the FAA assigns a CPM to the project.

From the SAS Menu;

- **Select** “Schedule of Events”.
- **Enter** Data in the Event Status and Original Proposed Date (Appl) fields.
- **Request** a date to be scheduled for the event.
- **Select** “Save” when finished adding all the events and dates.
- **Select** “Submit to FAA” to send to FAA.

Process Note: The SOE options include:

- **Reset**
- **Save**
- **Submit** to FAA

Process Note: There are five event status options:

1. **Planned:** Applicant has entered a date for the event
2. **Revised:** The event date has been revised
3. **Baselined:** The event date has been accepted
4. **Complete:** Event is completed
5. **N/A:** The event does not pertain to the Applicant

Process Note: There are six SOE statuses:

1. **Draft:** Applicant has saved but not submitted the form.
2. **Submitted:** Applicant has submitted the form to the FAA for review.
3. **In Review:** FAA is reviewing the form.
4. **Returned:** FAA has returned the form to the Applicant for modification.
5. **Accepted:** FAA has accepted all dates on the form.
6. **Completed:** All events on the form are complete.

NOTICE: Prior to the FAA assigning a CPM, Applicants may perform Steps 6 – 9 in any order, with the exception of submitting the data to the FAA.

[Return to TOC](#)

Document Management

Process Note: The FAA cannot view documents until they are uploaded.

Note: Four folders are provided for the Applicant.

From the SAS Menu;

- **Select** “Document Management”;
 - **Formal Application:** Where documents that are included in the Formal Application are uploaded. (Initial Certification)
 - Applicant uploads documents required for the formal application. (Initial certification)
 - Applicants must upload documents individually.
 - Files are not submitted individually, but can only be submitted when all required documents are uploaded.
 - Submit Documents button will only become active after all required files are present.
 - The Applicant and the FAA may transfer documents between each other, but all documents must be submitted as a group.
 - **Other Certification:** Applicant uploads supporting certification documents that are not listed as part of the Formal Application Folder. (Initial Certification)
 - Applicant can upload these documents individually, but all documents must be submitted as a group
 - **Configuration Changes:** Items in this folder are automatically uploaded from SAS Module One, Configuration Module 1 (Read Only)
 - **Data Collection:** Items in this folder are automatically uploaded from SAS Module Four, Data Collection Module 4. (Read Only)

To upload a required document;

- **Select** the “Formal Application” folder.
- **Select** “Upload” next to desired document category.
- **Select** “Browse”.
- **Select** the file to upload.
- **Select** “Open”.
 - The selected file is visible in the Select Document field.
- **Select** “Upload”.
 - The uploaded file is now visible under File Name.
- **Select** “Submit Documents”.
- **Select** “OK”.

Document Management (cont.)

Process Note: The completed 8310-3 Form, Application for Repair Station Certificate and/or Rating, may be uploaded at this time, if available.

Process Note: All required documents must be submitted at the same time. The “Submitted Documents” button will only become “Active” after the applicant uploads all required documents.

To upload a document into the “Other Certification” folder;

- **Select** the “Other Certification” folder.
- **Select** “Attach Document”.
- **Select** “Browse”.
- **Select** the file to upload.
- **Select** “Open”.
 - The selected file is visible in the Select Document field.
- **Select** “Select Document Category”.
- **Select** “Upload”.
 - The uploaded file is now visible under File Name.
- **Select** “Submit Documents”.
- **Select** “OK”.

Process Note: There are five document statuses in the Formal Application and Other Certification folders:

1. **Uploaded:** This document has been uploaded.
2. **Submitted:** The Applicant has submitted the form to the FAA for review.
3. **Returned:** The document has been reviewed by the FAA and returned for correction.
4. **Accepted for Review:** The document has been accepted for review/full design assessment.
5. **Designed Affirmed:** The Design Assessment has been successful. All documents are acceptable / approvable.

Process Note: A Warning will appear anytime there is a failure to upload.

NOTICE: Prior to the FAA assigning a CPM, Applicants may perform Steps 6 – 9 in any order, with the exception of submitting the data to the FAA.

[Return to TOC](#)

Configuration Data

Process Note: The Configuration Data for an Applicant will vary depending on the Applicant's 14 CFR Part, however, the site navigation is the same for all 14 CFR Parts.

From the SAS Menu;

- **Select** "Configuration Data".

Process Note: All of the Operations Specifications paragraphs for a particular CFR part are displayed:

- The grayed- out checked boxes represent which paragraphs are required for the CFR part.
- The checked box represents a proposed OpSpec paragraph.
- The unchecked box represents an OpSpec paragraph that is not issued and is not currently proposed.
- **Place** a checkbox next to proposed paragraph.
- **Select** "Save" when the selections are complete.

Process Note: "Reset" will return OPSS to most recently saved update for the Applicant.

- **Select** "Vitals" sub- tab.
- **Update** .fields as appropriate.
 - To quickly navigate within the Vitals data, use the hyperlinks in the Table of Contents.
 - If the fields are blank, a value of 0 must be added.
- **Select** "Save" to save input data

[Return to TOC](#)

Generating/Performing Data Collection Tools (DCTs)

Process Note: The Applicant must generate DCTs to be completed and submitted to the FAA.

Process Note: The Certification Project Manager (CPM) must be assigned before DCTs can be submitted.

From the SAS Menu;

- **Select** "Certification Request".
- **Select** "Generate DCTs".

Process Note: An information pop-up window will appear.

- **Select** "OK"
 - If the Operational Profile changes after DCTs are generated, the Applicant must Generate DCTs again to include any updates.

Process Note: When you regenerate DCTs:

- Any new DCTs now required as a result of your configuration data change are added to your list of DCTs.
- Any DCTs no longer needed as a result of your configuration data change are removed from your list of DCTs.
- Existing DCTs that are not impacted by the change to your configuration data remain in place. Previously answered questions in the DCT retain their answers.
- Existing DCTs with individual questions impacted by the change to your configuration data remain in place. Impacted questions within the DCT are added, removed, or have their answers removed, as appropriate. Previously answered questions in the DCT not impacted by the change retain their answers.

Note: Once you submit your completed DCT package to the FAA, you cannot regenerate DCTs unless and until the FAA has returned them to you.

Generating/Performing Data Collection Tools (DCTs) (Cont.)

From the SAS Menu;

- **Select** “Data Collection Tools”.

Process Note: The Select DCT screen displays all of the DCTs that are available to complete and submit to the FAA.

To view a DCT, **Select** hyperlink of Label or Title of desired DCT.

Process Note: This displays the Prepare DCT screen.

Note: The user can print the DCT by selecting the Review and Print DCT on the DCT- to- Go panel.

- **Select** “Continue” to begin entering data.

Process Note: This displays the Enter Common Data Fields tab.

- **Enter** Start Date, End Date, and any applicable information. All attached documents will be available for review in Document Management.
- **Select** “Save”.
- **Select** “Perform DCT” tab.

Process Note: This displays the Question and Answer screen.

Process Note: The Perform DCT tab allows for;

- List View
- Question Detail View
- Full View

- To answer, **Select** “Question”.

Process Note: There are four types of responses.

- **Select** a response for each question.
 - **Positive**, (green +) any positive response will require a Design/Manual Reference be entered.
 - **Negative**, (red -), will require the applicant to enter response details and a supporting comment.
 - **N/A**, question does not apply to the applicant’s scope of operations.
 - **Flagged**, the applicant can remind themselves to collect more data to answer the question, or more follow-up information is required.

Generating/Performing Data Collection Tools (DCTs) (cont.)

Process Note: For a “Negative” answer or “N/A”.

- **Select** “Response Details”.
 - Select the checkboxes for all the response details that apply to this question under “Select All Those that Apply”.
 - After selecting response details, enter required supporting comments in the “Supporting Comment” field.
- **Select** “OK” to return to the “Perform DCT” tab.
- **Select** “Check DCT” tab.

Note: If there are DCT discrepancies present, icons for each of the three review reasons on the “Check DCT” tab can be corrected.

- **Blue Flag**, Flagged for comment. A flagged question does not count as an incomplete question, but the flag must be cleared and the question answered before the DCT can be submitted.
 - **Select** “Clear Flag”
- **Yellow Box**, the question is Blank.
 - **Answer** the question
- **Red “Required” Box**, Missing required fields.
 - **Fill** in the missing required field.

Process Note: When there are missing questions and/or missing required fields, the DCT will not appear on the “Submit DCT” tab.

- **Select** “Submit DCT” Tab.
- **Select** checkbox(s) of the DCT(s) to submit to the FAA.
 - **Select** all DCTs for submission to the FAA using a single checkbox in the header row of the DCT list grid.
- **Select** “Submit to FAA”.

Note: Once you submit your completed DCT package to the FAA, you cannot regenerate DCTs unless and until the FAA has returned them to you.

[Return to TOC](#)

Updating and Resubmitting DCT(s)

Process Note: If the FAA returns a DCT to the applicant, the applicant must update the DCT and resubmit the DCT in the SAS External Portal.

Note: A Notification will appear in the Notifications tile alerting the Applicant of the returned DCT.

From the SAS Menu;

- **Select** “Data Collection Tools.”
- **Select** title of returned DCT.
- **Select** The question with the Data Review (DR) marked “Y”.

Process Note: The Data Reviewer (DR) selections can be filtered utilizing the filter icon; SAS automation has a filter feature to easily identify which questions have data reviewer comments.

- **N**, no comments.
- **Y**, has comments.
- **Select** the question you wish to review.

Process Note: The applicant will utilize the same process they followed when submitting the original DCT. After the Data Reviewer Comments have been addressed:

- **Select** “Submit DCT” Tab.
- **Select** checkbox(s) of the DCT(s) to submit to the FAA.
- **Select** all DCTs for submission to the FAA using a single checkbox in the header row of the DCT list grid.
- **Select** “Submit to FAA”.

Note: Once you submit your completed DCT package to the FAA, you cannot regenerate DCTs unless and until the FAA has returned them to you.

[Return to TOC](#)

Appendix

14 CFR 121/135/145

Step 1... Additional User Registration Process

Additional User Registration Process

Process Note: External users have the ability to register for additional CH/As. External users will complete the FAA provisioning only one time. If users already have an FAA ID, they need to ensure that it is active and they have a current password. Users will need to complete *Sign Up for SAS* for each CH/A they wish to be associated with. For each subsequent CH/A, users must use the same email address when completing *Sign Up for SAS* for all CH/As in order for their data to be associated properly with their one account. Users must wait until after they have completed one registration request before they begin another one.

- **Select** <https://sas.faa.gov>.
 - Review SAS External Information Guide, i.e. Step by Step Guides and Q-Cards
- **Complete** Safety Assurance System (SAS) [External Portal Training](#).
- **Select** <https://sas.faa.gov>.
- **Select** “Sign up for SAS” link.
- **Enter**
 - First Name.
 - Last Name.
 - Email address.
- **Select** “Submit” button.

Process Note: External Users receive an email confirmation when they have successfully submitted their request to associate their SAS User ID with a new or existing application.

Process Note: A confirmation screen will appear, and a request for a SAS User ID has now been submitted.

Process Note: Applicants will receive an email with a link to the page where they will choose a submission option and continue the SAS External Portal registration process.

Process Note: This link is a one-time use link, and only valid for 24 hours.

Appendix

14 CFR 121/135/145

Step 1... Additional User Registration Process

Additional User Registration Process (Cont.)

Process Note: The Applicant receives an e-mail link from the FAA to continue the process of registering to obtain a SAS User ID.

- **Open** the email.
- **Click** on the link to open the SAS registration page.
- **Select** radio push button for “My Company’s Pre-Application Information has already been submitted”.
- **Select** “Next”.
- **Type** your company name in the first field of the “My Contact Information” form.
- **Select** your company name from the drop down menu.

CAUTION: **Ensure the proper Company Name is selected to prevent automation errors.**

- **Click** on your company name to populate the first field.
- **Finish** filling in the “My Contact Information” form, including phone number.
- **Select** “Next”.
- **Verify** the information.
- **Select** “Submit”.

Process Note: A Confirmation screen will appear stating “Your application for registration has been submitted”.

Through these steps the Additional User has associated their company’s existing Pre-Application to their SAS User ID request.

Step 2... Entering Pre Application Information

Step 2.1...Note: If your aircraft is not listed, contact your local FSDO for assistance.
Refer to FAQs on the SAS External Portal Information Guide.